Assessment of the Performance and Functionality of ForeMost Enterprise 2

The purpose of this assessment is to test how well the ForeMost Enterprise 2 records management software operates in the DOE/CIO LAN environment. We will document what functions were good and what functions failed, based on your feedback. The results of this assessment will be used to evaluate the performance and functionality of the ForeMost records management product.

After analyzing our results, where feasible, corrections will be made. Upon completion of the corrections, a reassessment will be done in those areas in which the previous results were "Failed." Upon satisfaction of the reassessment, signature approval will be obtained from the director of the Records Management Division and the results published. The modules should be graded as follows:

Pass
The function performed successfully as expected and was completed without difficulty.

Pass with Minor Difficulty
The function did not perform as expected or as indicated in the operations manual. Encountered minor difficulty.

Fail
The function did not perform as expected and grave difficulty was encountered during attempts to complete the function.

The ForeMost Enterprise 2 software consists of five modules. You will test each module for performance capabilities.

Procedures for Testing the Software:

1. Perform the functions completing one module before moving on to the next one.
2. Mark an "X" in the appropriate box in accordance with how that particular function performed.
3. If you do not test a function, mark a dash (-) in the "Pass" column. It would be helpful if you indicated in the "Comment" column why you chose to not test a particular function.
4. Record how long it took to complete the module. (Recording the time is important)
5. Use the blank space at the end of each page to record any additional notes/comments.

	Pass	Pass W/Difficulty	Fail	COMMENTS
End User Assessment of the ForeMost Enterprise 2 Software Product				
MODULE ONE - Reviewing ForeMost Enterprise				
1. EASE OF LOGGING ON				
a. Login and password accepted easily				
2. NAVIGATING THE FILE PLAN				
a. Navigation is easy				
b. File levels are viewable				
c. File contents are viewable from left & right sides of window				
3. FOREMOST ENTERPRISE VIEWER				
a. Prefixes are viewable				
b. List of subject files and documents are viewable				
c. File descriptions are viewable				
d. Associated levels of the file & sub files are viewable				
e. Contents of the document are viewable				
f. Tool buttons work properly:				
• *Copy* - Copy a selection to paste into another Windows application				
• *Print* - Print the document				
• *Search* – Search for a word within the document				
• *Previous* – Find a previous instance of a word or group of words searched for				
• *Next* - Find the next instance of a word or group of words search for				
• *Mode* - Toggle from the viewer mode to normal mode				
• *Help* – Obtain HELP instructions on using the document viewer				
Amount of Time taken to complete this Module:				

	Pass	Pass W/Difficulty	Fail	COMMENTS
MODULE TWO – Searching for Document				
1. SEARCH FUNCTION				
a. Toolbar buttons in Search Window Work Properly				
b. Quick Search feature works properly				
c. Advanced Search feature works properly				
d. Content of document from search list is viewable				
Amount of Time Taken to Complete this Module:				

	Pass	Pass W/Difficulty	Fail	COMMENTS
MODULE THREE – Retrieving & Opening Documents				
1. Retrieving Documents				
a. Documents are retrievable from the search list results.				
2. Opening Documents				
a. Document opens as described in instructions				
Amount of Time Taken to Complete This Module:				

	Pass	Pass w/Difficulty	Fail	COMMENTS
MODULE FOUR – Filing Documents				
1. Accepting Documents in Repository				
a. All document types be accepted				
E-Mail				
E-Mail with Attachments				
Word Processing				
Spreadsheet				
Graphics				
Web Pages				
Video	N/A			
Sound	N/A			
2. Electronic document filing can be done at any time from the following locations:				
a. ForeMost Enterprise Explorer				
b. Windows NT Explorer	N/A			
c. Windows Desktop	N/A			
d. MS Outlook				
e. MS Word, MS Excel, MS Powerpoint	N/A			
f. Document Management System	N/A			
g. Custom Built Filing Solution	N/A			
3. The mandatory fields on the profile are discernable				
4. Documents can be filed as a group				
5. Non-electronic documents can be differentiated from electronic documents	N/A			
Amount of Time Taken to Complete This Module:				

	Pass	Pass w/Difficulty	Fail	COMMENTS
MODULE 5 – Simplifying the Work Environment				
1. The procedures for the Personal Selection List (PSL) are understandable				
2. The "User Preference" feature operates as expected				
3. Filing documents from MS Outlook to the ForeMost Enterprise operates as expected.				
Amount of Time Taken to Complete This Module:				

TOTAL AMOUNT OF TIME TAKEN TO COMPLETE ALL 5 MODULES : _____